



# Accounting Assistant (Part-time)

Job Posting – May 2023

Houston Audubon is looking for a part-time Accounting Assistant to support day-to-day accounting of the organization. The mission of Houston Audubon is to advance the conservation of birds and positively impact their supporting environments.

## About Houston Audubon

Houston Audubon, founded in 1969, is a nonprofit charitable conservation organization committed to enhancing life on the Upper Texas Coast for people and birds. It is a local, independent chapter of the National Audubon Society with a rich history of advancing the conservation of birds and positively impacting their supporting environments. Houston Audubon owns and manages 17 sanctuaries in five counties totaling over 4,100 acres of wetlands, prairie, forest, and beach. Houston Audubon has approximately 4,500 members, coordinates 400 volunteers, and delivers hundreds of nature-based program experiences to children and adult every year.

## Position Overview

The part-time Accounting Assistant will handle accounts payable and receivable, bill paying, deposits, credit card receipts and payments, payroll accounting, monthly account and gift reconciliations, and routine accounting. Assistance with financial reporting, annual audit, tax compliance, budget preparation and special projects may be requested as needed.

<b>Pay:</b>	<b>\$ Hourly rate commensurate with experience</b>
<b>Hours per Week</b>	Part-time (15-20 hours/week)
<b>Workplace</b>	HAS Headquarters: 440 Wilchester Blvd, Houston, TX 77079
<b>Flexible Work Options</b>	Yes
<b>Position Reports To:</b>	Controller

## Primary Duties

- Record cash receipts and prepare bank deposits
- Process invoices and pay bills
- Record credit card receipts and payments
- Process and track invoices and collections and assist with accounts receivable reconciliations

- Track and record expenditures for payroll and other transactions
- Conduct monthly bank account, credit card and gift reconciliations
- Assemble information for the annual external audit, financial reporting, budget development and tracking, and other special reporting as approved by the Controller

### **Required Qualifications**

- Associates degree in accounting or business administration, or equivalent business experience
- Experience with accounting aspects of a multi-faceted organization
- Competency with Quickbooks and Microsoft Office (Excel and Word)
- Familiarity with bookkeeping and generally accepted accounting principles
- Ability to work independently and in a team environment
- Self-motivation and ability to multi-task
- High level of tact, discretion and integrity

### **Preferred Qualifications**

- Prior work experience at a nonprofit.
- Prior experience with Neon CRM and Square payment platform.
- Bilingual (English/Spanish).

### **How to Apply:**

**To apply, send resume and cover letter via email to: [office@houstonaudubon.org](mailto:office@houstonaudubon.org)**

Houston Audubon is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. We are committed to fostering and nurturing an organizational culture of equity, diversity, and inclusion within our workplace and sanctuaries, and in our work in the community. We believe that the rich blend of ideas, perspectives, and viewpoints that come with diversity are essential to our long-term success. Our values and actions reflect our commitment to diversity and inclusion of all as reflected in our hiring practices, team interaction, and outreach and engagement at large.